

**LAND SURVEYOR APPRENTICESHIP PROGRAM COMMITTEE  
MEETING MINUTES**

The Land Surveyor Apprenticeship Program Committee of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) met on February 9, 2018, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

Doyle B. Allen (Board Member)  
Vickie McEntire Anglin (Board Member)  
Mike Zmuda (Board Member)  
Chip Richardson (Committee Member)

Board staff present for all or part of the meeting were:

Kathleen R. Nosbisch, Executive Director  
Bonnie Davis, Administrative Assistant

Thomas Cecere, Related Educational Specialist  
Kathleen Eddington, Virginia Registered Apprenticeship Assistant Division Director

Representative from East Tennessee State University (ETSU):  
Jerry Taylor, J.D., P.S., Associate Professor, Surveying and Mapping Science

Representative from Tidewater Community College (TCC):  
Chris Cartwright, Associate Professor & Program Head, Civil Engineering Technology

Representative from Farmville: Will Nash, City Surveyor

Representative from Fairfax County Public Schools (FCPS):  
Joey Teets, Adult Community Education Manager for Instructional Programs

Representative from Virginia Association of Surveyors (VAS):  
John Palatiello, Executive Director

Representative from Virginia Department of Transportation (VDOT):  
Jameo Pollock, Statewide Technical Training Manager

Representatives from Balzer & Associates, Inc.:  
John McAden, L.S., Secretary/Treasurer  
Cindy Wilson, Human Resources Manager

Representatives from Old Dominion University (ODU) College of Continuing Education:  
Clair Dorsey, Executive Director  
Robert Doherty, Director, Prior Learning Assessment  
Dean Claud, Director, Online Program Development

No representative was present from the Office of the Attorney General.

Mr. Allen, Chair, called the meeting to order at 11:13 a.m.

**Call to Order**

Mr. Allen reviewed the emergency evacuation procedures.

**Emergency Evacuation  
Procedures**

Ms. Anglin moved to approve the agenda. Mr. Zmuda seconded the motion which was unanimously approved by members: Allen, Anglin, Zmuda, and Richardson.

**Approval of  
Agenda**

There was no public comment.

**Public Comment Period**

Ms. Nosbisch inquired who would be representing DOLI on the Apprenticeship Committee since Ms. Donati retired. Ms. Eddington indicated she would be the replacement.

**New Representative  
from DOLI**

Ms. Eddington stated DOLI has companies that are looking for surveyors, and want to start their own apprenticeship programs within their companies.

**Apprenticeship  
Program Review**

Mr. Pollock stated that 37% of VDOT's land surveyors are eligible to retire in 18 months. It was discussed the average age of a surveyor is 57-58 years old.

A discussion took place regarding the Virginia Surveyor Apprenticeship Standards approved on September 14, 2016 at the APELSCIDLA full Board meeting. Ms. Anglin moved to change "Classroom Related Instruction", to "Apprenticeship Related Instruction". Mr. Zmuda seconded the motion which was unanimously approved by members: Allen, Anglin, Zmuda, and Richardson.

Ms. Anglin moved to change the language of this section to read: A minimum of 144 hours for each of the five years of apprenticeship is recommended. This instruction in technical subjects may be accomplished through media such as classroom, occupation or industrial courses, electronic media, or other instruction approved by the Registration Agency. Mr. Zmuda seconded the motion which was unanimously approved by members: Allen, Anglin, Zmuda, and Richardson. These changes will be presented to the full Board on March 20<sup>th</sup> for final approval.

The Committee recessed from 12:05 p.m. to 12:18 p.m.

**Recess**

A discussion took place regarding increasing the Apprenticeship Program to 720 hours. The Apprenticeship Program is currently 600 hours. Ms. Anglin stated if the program is increased to 720, it will be a burden on students, employers, and teachers. Mr. Cartwright stated

**Apprenticeship  
Program Review  
(continued)**

their program would be impacted and hard pressed to go any higher in hours than it is now; they cannot add any additional classes for their certificate and still meet the requirements of the State Board of Education. Mr. Cartwright noted that he needs eight students to continue the program; he would like 12; TCC has never enrolled 12. Ms. Anglin stated the Board recognized TCC's content, not the curriculum. The Board needs to review the TCC curriculum. Mr. Allen stated the Apprenticeship Program requires on-the-job-training (OJT) and the TCC program does not. Mr. Cartwright noted this is a career studies certificate program, not an associate's degree. Mr. Allen requested this item be placed on the next Section meeting's agenda scheduled for May 8, 2018.

Mr. Cecere stated an apprentice should be able to take his transcript and curriculum to a community college to be reviewed for college credit. Mr. Cartwright indicated TCC does not charge for this review. Ms. Dorsey stated ODU is looking at starting the land surveyor program back online via WebEx. Mr. Taylor stated ETSU offers online synchronous classes where the students participate with the instructor during class. Almost all classes are offered online. There is an exam that may pose an in person scheduling problem. Degree seeking students living in Virginia receive instate tuition costs.

Mr. McAden stated Balzer's apprenticeship program is in its infancy, but will be starting right away. Balzer will be visiting Roanoke County High School. Balzer will be using the Board's current Apprenticeship Program.

Ms. Eddington stated there is funding from the federal and state levels to start an apprenticeship program.

Mr. Allen stated there is a clear goal today – offer online classes statewide which follow the guidelines.

Ms. Nosbisch reiterated that the Apprenticeship Minimum Standards require a minimum of 480 hours; our program is 600 hours. To raise the hours of the program from 600 to 720 is a barrier to licensure. The state needs more surveyors based on the discussion of the percentage of surveyors eligible to retire from VDOT in the next 18 months, and the average age of surveyors, and this is a hurdle.

Ms. Eddington stated to be a registered apprenticeship program the program needs to be at 720 hours. Ms. Nosbisch pointed out the Federal Regulations *recommends* 144 hours per year; it does not *require* 144 hours per year so 600 should be acceptable.

Mr. Teets stated he is struggling to maintain the FCPS program.

There was no other business.

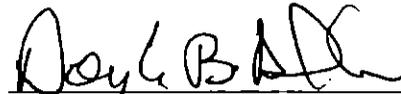
**Other Business**

Conflict of Interest forms were completed by all members present.

**Conflict of Interest  
Forms**

There being no further business, the meeting was adjourned at 1:56  
p.m.

**Adjourn**



Doyle Allen, Chair



Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Doyle B. Allen
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: PE-LS Section Meeting, February 9, 2018

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

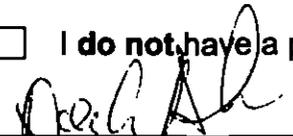
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

2/9/18  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Vickie Anglin  
2. Title: Board Member  
3. Agency: Land Surveyors Section/APELSCIDLA Board  
4. Meeting/IFF Date: PE-LS Section Meeting, February 9, 2018

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Vickie M. Anglin  
Signature

2/9/18  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Michael W. Zmuda  
2. Title: Board Member  
3. Agency: Land Surveyors Section/APELSCIDLA Board  
4. Meeting/IFF Date: PE-LS Section Meeting, February 9, 2018

5. I have a personal interest in the following transaction:

N/A

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

2/9/18  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Frank R. "Chip" Richardson, II, LS  
2. Title: LS Apprenticeship Committee Member  
3. Agency: Land Surveyors Section/APELSCIDLA Board  
4. Meeting/IFF Date: LS Apprenticeship Committee, February 9, 2018

5. I have a personal interest in the following transaction:

Yes

Nature of Personal Interest Affected by Transaction:

A licensed land Surveyor in the Commonwealth of Virginia

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Virginia Association of Surveyors

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Frank R. Richardson, II  
Signature

2/9/18  
Date